

SUPREME COURT CLAIM FOR TRAVEL EXPENSE

Instructions for completing the Supreme Court Claim for Travel Expense form (travel claim)

Please Note: The Supreme Court's Claim for Travel Expense form has been revised. The revised form and corresponding instructions are posted on the Supreme Court's internet at <http://www.nevadajudiciary.us>. Search using the key word, "travel claim."

Travel claims should be submitted within 30 days from the time the traveler left travel status. Original receipts are required to be reimbursed for all expenses except for meals at the standard rates, and incidentals.

Name: Enter the traveler's name

Title: Enter the traveler's title

Mailing Address: Enter the traveler's mailing address

Judicial/Business Affiliation: Enter the name of the court, program, agency or business where the traveler is employed. Examples would be the Supreme Court, 2nd Judicial District Court, Clark County Clerk's Office, Carson City Municipal Court, etc.

Official Station: Enter the name of the city and state where the traveler's place of business is located.

Employee Identification Number (EID): Applies to state employees only. State employees should enter their five digit EID number in the space provided.

Purpose of the Trip: Briefly describe the purpose of the trip or the reason the travel was necessary. An example would be, "Attended a Specialty Court Funding Committee meeting." Please be specific and do not use acronyms.

Traveler is a ...: Check the box that most closely describes the traveler.

Airline Ticket Purchase: The check box on the form is for employees to indicate whether the Supreme Court paid for the ticket on their behalf. Check the box if the ticket was purchased by the Supreme Court in advance of the trip. If the box is checked, the traveler **should not** include the cost of the airline ticket on the travel claim when itemizing his or her expenses for the trip. **The traveler should however attach a copy of the passenger coupon to the travel claim.**

Date: Enter the dates the traveler entered and left travel status in this column. Each day of travel status should be on separate line.

Destination: Enter the city the traveler departed from, traveled to, and returned to in this column. Include the state when the traveler traveled out-of-state or when the traveler traveled to Nevada from out-of-state.

Time in Travel Status: Enter the time the traveler entered/started travel status (the time the traveler left home or the office) on the first day/line and the time the traveler left/ended travel status in the applicable column on the last day/line. **Times must be entered in order to be reimbursed for meals.**

Transportation:

Personal Vehicle: If the traveler utilized his or her personal vehicle, enter the number of miles driven while in travel status in the column provided. As of January 1, 2017, mileage is reimbursed at .535 per mile if the personal vehicle was used for the convenience of the state. Mileage is reimbursed at .2675 per mile if the personal vehicle was used for the traveler's convenience and another means of travel would have been cheaper.

Other Transportation: If requesting reimbursement for other transportation expenses incurred while in travel status, enter, in the column provided, the transportation code found on the travel claim form that describes the type of transportation utilized by the traveler. The cost incurred for use of other transportation should be entered in the column next to the transportation code column. **An original receipt must be attached to the**

travel claim in order to be reimbursed if the RC (rental car), GR (ground transportation), or P (plane) codes are used. If the traveler used a rental car, the traveler will be reimbursed for the cost of a mid-size or smaller car. Insurance charges are not reimbursable. If the traveler used a state motor pool car, the motor pool form that the traveler received when returning the car must be attached to the travel claim.

Daily Expenses:

Meals: Travelers can be reimbursed for each meal on each applicable day of travel within the time frames below. Enter the rate the traveler is claiming for meals in the column provided. Meals will be reimbursed at the standard rates below without a receipt, or meals will be reimbursed an amount equal to the federal allowance rates found at www.gsa.gov under the per diem/meals and incidental breakdown links for the city/state of destination. An original itemized receipt and a printed copy of the GSA meals and incidental rates for the city/state of the destination must be attached to the travel claim in order to be reimbursed an amount higher than the standard rate.

<u>Travel Times (if starting before & ending after)</u>	<u>Standard</u>	
	<u>Per Diem Rates</u>	<u>Meal</u>
7:00 am – 9:00 am:	\$ 11.00	Breakfast (B)
11:00 am – 1:00 pm:	\$ 12.00	Lunch (L)
5:00 pm – 7:00 pm:	\$ 23.00	Dinner (D)

Lodging: Enter the amount the traveler paid for overnight lodging if the purpose of the travel required the traveler to stay at a hotel overnight. The traveler can be reimbursed an amount equal to the federal allowance rate for the traveler's city/state of destination found at www.gsa.gov under the per diem link. An original receipt and a printed copy of the GSA lodging rate for the city/state of destination from the GSA website must be attached to the travel claim in order to be reimbursed.

Incidental Expense: A \$5.00 per day incidental expense can be claimed if the traveler incurred costs for fees relating to luggage carts, metered parking, toll charges and tips. Receipts are not required. Enter the amount in the applicable column for each day the expense was incurred.

Parking: Enter the cost the traveler incurred for airport or other parking in the space provided on the travel claim form. An original receipt must be attached to the travel claim to be reimbursed for this cost.

Signatures: An original signature of the traveler at the bottom of the travel claim form, using blue ink, is required in order to be reimbursed. A supervisory signature is required for travelers working under the direction of a supervisor.

Questions about completing the travel claim form or questions about costs that are eligible for reimbursement, should be directed to the Administrative Office of the Court's (AOC) accounting unit by calling 775-684-1700, or via e-mail at judicialbranchacct@nvcourts.nv.gov.